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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 22 APRIL 1986

1. Progress Report Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

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2. Items or Events of Major Interest That Have Occurred
During the Preceding Week:

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b. Sprinkler System, Warehouse - On 9 April, Gates Hudson and Associates sent written notice to Virginia Sprinkler Company to proceed immediately with installation of the Page warehouse sprinkler system. It will take six to eight weeks to receive the pump; however, Virginia Sprinkler will begin the piping as soon as their design is complete and necessary permits received. Gates Hudson will advise us when they receive the work schedule.

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e. Parking Locations Desired After Construction of Hotel Adjacent to C of C Building - Members of Real Estate and Construction Division, OL, attended a meeting on 16 April 1986 at the Chamber of Commerce Building (CofC) concerning the parking spaces desired by the Agency after the construction of the hotel adjacent to the CofC Building. The desires of Office of Training and Education are to control parking by the use of parking arms. The owners of the building are willing to install three out of five parking arms needed at no cost to the Government. This would be accomplished by blocking 81 parking spaces on top of the new parking deck immediately in front and sides of the building, and blocking 175 parking spaces below the deck in the previous mentioned arrangement. This would leave 22 parking spaces in the south lot and 47 in the west lot of CofC uncontrolled by parking arms. The total parking spaces to the Agency would be 321 and four to the building owners employees. During construction, the Agency will have parking available on-site. To offset the changes in parking the RECD Parking Coordinator is temporarily reallocating the parking at CofC. A total parking reallocation at CofC is scheduled to take effect December 1986. [REDACTED] (Green).

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f. Secretaries Attend Workshop - Two representatives of Real Estate and Construction Division, OL, attended a workshop entitled "Management Skills for Secretaries and Administrative Assistants" on 16 - 18 April 1986. The workshop was presented by an affiliate of Clemson University. The course focused on problem solving in the work force through use of communication techniques and should prove valuable on a daily basis. [REDACTED]

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3. Significant Events Anticipated During the Coming Week:

None.

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